

**Nationwide ARNG Active Guard/Reserve AGR Job Opportunity Vacancy
STATE OF WYOMING MILITARY DEPARTMENT
Office of the Adjutant General
5800 Central Avenue
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

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| Position Title: | State Army Aviation Officer |
| Announcement No: | 16-A116 |
| Opening Date: | 29 December 2015 |
| Closing Date: | 28 January 2016 |
| Maximum Grade: | LTC / O-5 |
| Minimum Grade: | LTC / O-5 |
| DUTY MOS: | 15B / 67J |
| Security Clearance: | SECRET |
| Unit/Duty Location: | Joint Force Headquarters, Cheyenne, WY |
| Female Asg Elig: | Females are eligible to apply |
| Nominating Official: | COL Jesse J. Kirchmeier, Chief of Staff |

2. Must be a current member or eligible to transfer to the Wyoming Army National Guard.

3. All applicants must submit to the Human Resources Office (HRO) all of the documents listed under the "Instructions for Applying" section. Individual must possess a SECRET clearance prior to submitting application package to HRO, or must obtain a SECRET clearance within one year from date of selection. Failure to obtain or maintain a Secret clearance will result in removal from the AGR program. Must meet eligibility criteria as prescribed in NGR 600-5 and AR 135-18. Must meet any special requirements as specified on the Job Vacancy Announcement.

4. Initial AGR tour is probationary and will not exceed 3 years. Per WYMD 335 MPP, all WY ARNG AGR Initial AGR Tours will be for 36 months upon being awarded the duty MOS or 36 months if already DMOSQ for the position being occupied. Except in the event of mobilization or force structure changes; reassignment within the first 18 months requires prior approval of NGB-ARM (NGR 600-5, 2-6f.) These timelines apply to lateral (or like graded and MOS/AFSC positions) reassignments only and will not be applied to promotion opportunity reassignments.

5. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to a review of qualifications by the Human Resources Office. All notifications of selection are conditional until verification of security clearance, medical clearance, and approval of HRO Form 100

determinations have been completed by HRO (Policy Memorandum 12-40 Employment of Relatives within the Wyoming Military Department).

BRIEF POSITION DESCRIPTION

Manages the ARNG aviation program in Wyoming which includes planning, coordinating, implementing and directing all aviation assets within the state. Direct responsibility includes, but is not limited to, providing advice on proper aircraft use, management of all aircraft maintenance and logistics programs, aircrew training program, additional flight training program, personnel management, facilities planning, resource programming and budgeting, policy development and implementation, aviation safety and aircraft accident prevention programs and aviation support for the accomplishment of various missions including support of county, state and federal agencies. Acts as the principle aviation advisor to the Adjutant General, and as a liaison with all organizations concerning matters relevant to aviation support. Reviews, consolidates, and certifies all data in the Aviation Logistics Readiness Module (ALRM) Report. Serves as AASF Commander and Aviation Task Force Commander when performing Defense Support to Military Authority missions on behalf of the Adjutant General. Coordinates with DCSOPS for management of aviation force structure, force modernization and force integration actions affecting state aviation units. Determines program goals and priorities and coordinates joint activities with other agencies. Conducts staff conferences to determine budget impacts caused by increased costs, changes in programs and policies, changes in mission/weapons system, requirements for new or remodeled facilities, etc. Approves all State annual budget requests for aviation logistics, operations and training, and safety prior to submission for final National Guard Bureau approval. Manages all resources, including money, allocated to the states for aviation and aviation safety, and approves all changes which may need to be made due to unforeseen problems. Provides guidance on aviation training to major and subordinate unit commanders to maximize the integration of aircrew training with the Army Training and Evaluation Program and Combined Arms Training. Provides oversight of aviation medicine program IAW published state processes and policy.

Provides program direction and staff leadership in the administration of a comprehensive safety, occupational health, and industrial hygiene program that encompass a variety of high risk and hazardous operations. Administers and evaluates various Safety, Occupational Health and Industrial Hygiene (SOH & IH) programs involving aircraft maintenance, heavy/light equipment and vehicle maintenance, supply and ammunition storage, fire prevention, range certification, combat and tactical training, and administrative activities. Ensures proper investigation of all aircraft and non-aircraft accidents.

Provides technical management and supervisory direction over technicians and aviation facilities. Through subordinate supervisors, directs a sizeable General Schedule and Wage Grade work force. Discusses and reviews personnel management practices to ensure effective treatment and proper motivation of the work force. Evaluates work performance of supervisors and reviews evaluations made by supervisors. Actively participates in the selection of supervisory personnel. Reviews and resolves serious disciplinary cases (i.e. those proposing suspensions and removals). Ensures AASF compliance with Aircrew Training Program, Additional Flight Training Program aviation record-keeping requirements, and support of Wyoming and national SHARP, EO, and EEO policies. Directly supervised by and reports to the Wyoming Army National Guard Chief of Staff.

Controls the aviation program for the state, including requirements and limitations in the force for Army aircraft, organic as well as external to the state when those assets are utilized in support of any National Guard activity with the exception of NGB managed AATS programs. Works with federal and nonfederal aviation officials within the state for use of airspace and the promotion of aviation safety in such instances as training, operational and support missions which may utilize Night Vision Devices (NVD), conducted under tactical and non-tactical scenarios, in visual and instrument meteorological conditions. Coordinates with Camp Guernsey Training Site Manager and/or Commander for airspace use activities. Oversees training and airspace use requirements for SUAS training and flight activities. Oversees SUAS training programs.

Must comply with provisions of the U.S. Army Aircrew Training program as a pilot in UH-60 Army aircraft assigned to the state. Experience in Assault or General Support Aviation Battalion or Aviation Brigade operations preferred. Performs other duties as assigned.

ELIGIBILITY REQUIREMENTS

1. **Must be a current member or eligible to transfer to the Wyoming Army National Guard.**
2. **Must be rated in UH-60 Aircraft, and have been designated as Pilot in Command of any type aircraft within last 10 years**
3. Must meet Physical Fitness Standards, and have current FDME stamped qualified within 12 months Applicants must provide a DA form 705 dated within the past 12 months. Physical Fitness Training and testing will be ongoing.
4. Army National Guard members must meet physical qualifications outlined in AR 40-501, Chapter 2 medical exam must be completed prior to entry on AGR Tour.
5. New AGR Accessions will be placed on an initial AGR tour of 3 years. A subsequent tour is dependent on the needs of the organization.
6. Must meet any Special Requirements as specified on Position Description.
7. Must possess or be able to obtain SECRET security clearance. Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR program.
8. Members on the Army Body Composition Program AR 600-9 are ineligible for entry into the AGR Program. Members must meet the weight requirements at the time they are placed in the AGR program.
9. Must be eligible to complete a minimum of five (5) years in AGR status immediately prior to his/her mandatory separation date, or prior to completing 18 years of Active Federal Service.
10. Must not have been previously separated for cause from active duty.
11. Must not have been separated from a previous AGR tour within the past 12 months.
12. Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.

INSTRUCTIONS FOR APPLYING

Individuals may apply by submitting documents to:

**Wyoming Military Department
Human Resources Office - AGR
5410 Bishop Blvd
Cheyenne, WY 82009-3320**

All required forms must be current as of the closing date of the announcement. Applicants must type or print in legible dark ink and **SIGN AND DATE** each application. Along with the required forms applicants may attach additional documents such as DD Form 214, completion of Training certificates, Letters of Recommendations/Endorsements, Etc. **Applications not containing the required forms will not be considered or forwarded to the selecting supervisor. Copies are acceptable.** The following forms and documents are required:

- **Cover letter**
- **Resume**
- **DA Photo** – taken within the last 24 months
- **NGB Form 34-1** Application for Active Guard/Reserve (AGR) Position dated **11 Nov 2013**: Form may be found using the following url: http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm . Provide continuation paper as needed; pay particular attention to Section IV and the requirement to fully explain “yes” answers; form must be signed and dated. A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. Form must be signed and dated.
- **DA Form 5500 or 5501-R**; Body Fat Content Worksheet (if applicable) current within 6 months as of the closing date of the announcement.
- **RCAS Generated Height / Weight Printout (Weight Control History)**: Individual Record of Weight Control/Progress dated within last 6 months as of the closing date of the announcement.
- **DA Form 705 – Army Physical Fitness Scorecard**: Must be current within 12 months as of the closing date of the announcement.
- **ORB**: Personnel Qualification Record or ORB must show current MOS/Branch data, security clearance status
- **NGB Form 23/23A**: ARNG current Annual Retirement Points Accounting Statement.
- **MEDPROS Medical Readiness printout OR Periodic Health Assessment (PHA)**: current within 12 months as of the closing date of the announcement.
- **Last 5 OERs**: If less than 5, submit what is available. **A letter of recommendation or performance statement from the applicant’s military supervisor must be submitted by applicants not requiring an OER or those having less than five evaluations on file.**
- **SF 181**: Race and National Origin Identification Form.

NOTE: It is the responsibility of the individual Soldier applying for a full time position to ensure their personnel records are complete and up to date, and to ensure all basic qualifications noted in the description of duties are met. We may elect to not consider any waiver, to include medical. Soldier must fully document any qualification, which may be waived IAW AR 135-18 or NGB 600-5.

SPECIAL REQUIREMENTS

- **Must be a current member or eligible to transfer to the Wyoming Army National Guard.**
- **Must be current on Flight Duty Medical Examination within 12 months of 29 December 2015.**
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT)
- Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR program.
- Applications must be received in HRO by close of business on the closing date of the announcement.
- Acceptance of permanent AGR position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Faxed/mailed applications will not be accepted, except for individuals currently deployed.
- Do not submit applications in file folders, binders, etc...
- We do not return applications.

Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete.

The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

Human Resources Office Points of Contact: CW3 Nathan Galloway – 772-5220, SSG Adrienne Gibbs – 772-5943 or SSG Katie Upton – 772-5227, E-Mail: ng.wy.wyarnng.list.org-jobs@mail.mil

SPMD PARA/LIN: 1331/007 UNIT PARA/LIN: TBD

AGR: 450924